

# TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
PART I	<a href="#">INTRODUCTION</a>	
<a href="#">1.1</a>	PURPOSE	1-1
<a href="#">1.2</a>	SCOPE	1-1
<a href="#">1.3</a>	REFERENCE GUIDE FORMAT	1-1
PART II	<u>GUIDANCE AND PROCEDURES</u>	
CHAPTER 1	<a href="#">NAVSEA MATERIAL MANAGEMENT AND INVENTORY CONTROL</a>	1-1
<a href="#">1.1</a>	MAJOR DEFENSE ACQUISITION AND AUTOMATED INFORMATION SYSTEM PROGRAMs	1-1
<a href="#">1.2</a>	NAVY SUPPLY SYSTEM	1-2
<a href="#">1.3</a>	NAVY SUPPLY MANAGEMENT	1-2
<a href="#">1.3.1</a>	General	1-2
<a href="#">1.3.2</a>	Organization	1-3
<a href="#">1.4</a>	NAVSEA INVENTORY MANAGERS (IMs)	1-4
<a href="#">1.4.1</a>	General	1-4
<a href="#">1.4.2</a>	NAVSEA Program Support	1-4
<a href="#">1.4.3</a>	Inventory Managers for NAVSEA Material	1-6
<a href="#">1.4.4</a>	Responsibilities	1-8
<a href="#">1.4.5</a>	Organizational Structure	1-9
<a href="#">1.5</a>	CONSOLIDATED STOCK POINT (CSP) PROGRAM	1-9
<a href="#">1.5.1</a>	General	1-9
<a href="#">1.5.2</a>	Definitions	1-11
<a href="#">1.5.3</a>	Policy	1-12
<a href="#">1.5.4</a>	NAVSEA 04L Responsibilities	1-12
<a href="#">1.5.5</a>	NAVSEA Program/Life Cycle Manager Responsibilities	1-13
<a href="#">1.5.6</a>	NAVSEA MATREPs Responsibilities	1-13
<a href="#">1.5.7</a>	Host/Stocking Activity Responsibilities	1-14
<a href="#">1.6</a>	NAVY DISTRIBUTION SYSTEM	1-15
<a href="#">1.6.1</a>	General	1-15
<a href="#">1.6.2</a>	Decentralized Distribution System Operation	1-16
<a href="#">1.6.3</a>	Centralized Distribution System Operation	1-18
<a href="#">1.7</a>	MATERIAL TRANSPORTATION PROGRAM	1-20
<a href="#">1.7.1</a>	General	1-20
<a href="#">1.7.2</a>	Policy	1-21
<a href="#">1.7.3</a>	Responsibilities	1-22
<a href="#">1.7.4</a>	Procedures	1-23
<a href="#">1.7.5</a>	Coordination of Transportation Requirements for NAVSEA Headquarters	1-23
<a href="#">1.7.6</a>	Transportation Requirements for Solicitations and Contracts	1-24
<a href="#">1.7.7</a>	Procedures for Air Shipments	1-25
<a href="#">1.7.8</a>	Transportation Account Code (TAC)	1-26
<a href="#">1.8</a>	MILITARY STANDARD REQUISITION AND ISSUE PROCEDURES (MILSTRIP)/MILITARY STANDARD TRANSACTION REPORTING AND ACCOUNTING PROCEDURES (MILSTRAP)	1-29

<a href="#">1.8.1</a>	General	1-29
<a href="#">1.8.2</a>	MILSTRIP Record Position Column Descriptions	1-33
<a href="#">1.8.3</a>	Force/Activity Designations (F/ADs) Assigned to Components of NAVSEA as Designated by the Major Claimant	1-40
<a href="#">1.8.4</a>	MILSTRAP Summary	1-41
<a href="#">1.8.5</a>	Responsibilities	1-42
<a href="#">1.9</a>	SEA 04L1 PROGRAM REVIEW FOR 2 COG MATERIAL	1-43
<a href="#">1.9.1</a>	General	1-43
<a href="#">1.9.2</a>	Schedule	1-43
CHAPTER 2	<a href="#">ASSET VISIBILITY</a>	2-1
<a href="#">2.1</a>	REQUISITIONING, ISSUING, AND TRANSACTION REPORTING	2-1
<a href="#">2.1.1</a>	General	2-1
<a href="#">2.1.2</a>	Policy	2-2
<a href="#">2.1.3</a>	Procedures	2-2
<a href="#">2.2</a>	METHODS	2-3
<a href="#">2.2.1</a>	Control of NAVSEA Material Receipts and Issues	2-3
<a href="#">2.2.1.1</a>	General	2-3
<a href="#">2.2.1.2</a>	Responsibilities of NAVSEA Material Item Managers	2-5
<a href="#">2.2.1.3</a>	Asset Status Cards (ASCs)	2-9
<a href="#">2.2.1.4</a>	Issue Transaction Reports (Issue TIRs)	2-11
<a href="#">2.2.1.5</a>	Receipt TIRs (Procurement Instrument Source)	2-13
<a href="#">2.2.1.6</a>	Receipt TIR (Other Than Procurement Instrument Source)	2-16
<a href="#">2.2.1.7</a>	Adjustment TIRs (Single Adjustment Transaction for Each Action)	2-18
<a href="#">2.2.1.8</a>	Adjustment TIRs (Dual Adjustments)	2-20
<a href="#">2.2.2</a>	Serial Number Control and Reporting	2-22
<a href="#">2.2.2.1</a>	General	2-22
<a href="#">2.2.2.2</a>	Procedures	2-22
<a href="#">2.2.3</a>	Production/Repair Facility Reports	2-23
<a href="#">2.2.3.1</a>	Repair Contracts	2-23
<a href="#">2.2.3.2</a>	Propellers and Shafts	2-23
<a href="#">2.3</a>	PHYSICAL INVENTORIES	2-26
<a href="#">2.3.1</a>	Unscheduled Inventories	2-26
<a href="#">2.3.2</a>	Scheduled Inventories	2-26
<a href="#">2.3.2.1</a>	General	2-26
<a href="#">2.3.2.2</a>	Responsibilities	2-26
<a href="#">2.3.3</a>	Supply System Inventory Report (SSIR)	2-29
<a href="#">2.3.3.1</a>	General	2-29
<a href="#">2.3.3.2</a>	Procedures	2-29
CHAPTER 3	<a href="#">REQUIREMENTS DETERMINATION</a>	3-1
<a href="#">3.1</a>	GENERAL	3-1
<a href="#">3.2</a>	PROGRAM REQUIREMENTS	3-2
<a href="#">3.2.1</a>	Pre-Assigned Document Numbers	3-2
<a href="#">3.2.2</a>	Demand Projection	3-3
<a href="#">3.2.2.1</a>	SHIPALT Classifications	3-3
<a href="#">3.2.2.2</a>	SHIPALT Development	3-4
<a href="#">3.2.2.3</a>	ORDALTs	3-5
<a href="#">3.2.2.4</a>	MACHALTs and Field Changes	3-6
<a href="#">3.2.2.5</a>	Special Program Requirements (SPRs)	3-6
<a href="#">3.2.2.6</a>	Special Program Requirement Request Transmission Format	3-8

<a href="#"><u>3.3</u></a>	SUPPLY LEVELS FOR MAJOR SYSTEMS AND EQUIPMENT	3-11
<a href="#"><u>3.3.1</u></a>	General	3-11
<a href="#"><u>3.3.1.1</u></a>	Demand-Based	3-12
<a href="#"><u>3.3.1.2</u></a>	Insurance	3-12
<a href="#"><u>3.3.2</u></a>	Policy	3-13
<a href="#"><u>3.3.3</u></a>	Responsibilities	3-13
<a href="#"><u>3.4</u></a>	LEVELS DETERMINATION	3-15
<a href="#"><u>3.4.1</u></a>	Stratification (STRAT)	3-15
<a href="#"><u>3.4.2</u></a>	Supply Demand Review (SDR)	3-16
<a href="#"><u>3.4.2.1</u></a>	SDR Process	3-16
<a href="#"><u>3.5</u></a>	NEW ITEM IDENTIFICATION AND CATALOGING	3-17
<a href="#"><u>3.6</u></a>	DEMILITARIZATION (DEMIL)	3-18
<a href="#"><u>3.6.1</u></a>	DEMIL Program Coordinator	3-18
<a href="#"><u>3.6.2</u></a>	IM DEMIL Responsibilities	3-19
CHAPTER 4	<a href="#"><u>BUDGETING</u></a>	4-1
<a href="#"><u>4.1</u></a>	GENERAL	4-1
<a href="#"><u>4.2</u></a>	BUDGET OVERVIEW	4-1
<a href="#"><u>4.2.1</u></a>	Concept	4-1
<a href="#"><u>4.2.2</u></a>	Phases	4-2
<a href="#"><u>4.2.3</u></a>	IM Action	4-5
<a href="#"><u>4.3</u></a>	PROGRAM SUPPORT DATA (PSD)	4-6
<a href="#"><u>4.3.1</u></a>	Concept	4-6
<a href="#"><u>4.3.2</u></a>	Situations Requiring PSD Submission	4-6
<a href="#"><u>4.3.3</u></a>	PSD Process	4-7
<a href="#"><u>4.3.4</u></a>	IM Action	4-7
CHAPTER 5	<a href="#"><u>MATERIAL ACQUISITION, REPAIR AND DISTRIBUTION</u></a>	5-1
<a href="#"><u>5.1</u></a>	GENERAL	5-1
<a href="#"><u>5.2</u></a>	ACQUISITION	5-1
<a href="#"><u>5.2.1</u></a>	IM Acquisition Responsibilities	5-1
<a href="#"><u>5.3</u></a>	REPAIR	5-4
<a href="#"><u>5.3.1</u></a>	IM Repair Responsibilities	5-4
<a href="#"><u>5.4</u></a>	MATERIAL DISTRIBUTION	5-17
<a href="#"><u>5.5</u></a>	MATERIAL REDISTRIBUTION	5-17
<a href="#"><u>5.5.1</u></a>	General	5-17
<a href="#"><u>5.5.2</u></a>	Referral Orders – Inventory Manager (General)	5-17
<a href="#"><u>5.5.3</u></a>	Redistribution Orders	5-20
<a href="#"><u>5.5.4</u></a>	Referral Orders – Inventory manager (Shipment to Commercial Contractors)	5-22
<a href="#"><u>5.6</u></a>	UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	5-26
<a href="#"><u>5.6.1</u></a>	General	5-26
<a href="#"><u>5.6.1.1</u></a>	UMMIPS Time Standards in Calendar Days	5-26
<a href="#"><u>5.6.1.2</u></a>	Availability Determination and Storage Site Processing Time Standards in Calendar Days	5-27
<a href="#"><u>5.6.2</u></a>	Policy	5-27
<a href="#"><u>5.6.3</u></a>	Responsibilities	5-30

CHAPTER 6	<u>REQUISITION PROCESSING/MATERIAL ISSUE</u>	6-1
<u>6.1</u>	GENERAL	6-1
<u>6.2</u>	DEMAND/ISSUE RECORDING	6-2
<u>6.2.1</u>	Definitions	6-2
<u>6.2.2</u>	Procedures	6-2
<u>6.2.3</u>	Formats	6-3
<u>6.3</u>	EDIT AND VALIDATION	6-3
<u>6.3.1</u>	Process	6-3
<u>6.3.2</u>	IM Action	6-4
<u>6.3.3</u>	Supply Status Document (Other than Contract Status)	6-5
<u>6.4</u>	STOCK AVAILABILITY REVIEW	6-7
<u>6.5</u>	SUPPLY ACTION	6-7
<u>6.5.1</u>	General	6-7
<u>6.5.2</u>	Material In Stock	6-7
<u>6.5.3</u>	Material Not In Stock (NIS)	6-8
<u>6.5.4</u>	Substitute Item	6-8
<u>6.5.5</u>	Diversions	6-11
<u>6.5.6</u>	On-board Repairs	6-11
<u>6.6</u>	REQUISITION STATUS	6-11
<u>6.7</u>	REQUISITION POSTING	6-12
<u>6.8</u>	RECOVERY/TURN-IN OF REPARABLE MATERIAL	6-13
<u>6.8.1</u>	General	6-14
<u>6.8.2</u>	Procedures	6-14
<u>6.9</u>	AFTER HOURS PROCESSING	6-16
<u>6.9.1</u>	General	6-16
<u>6.9.2</u>	Process	6-16
<u>6.10</u>	CANNIBALIZATION AND DIVERSION OF NAVSEA MATERIAL	6-16
<u>6.10.1</u>	General	6-17
<u>6.10.2</u>	Definitions	6-17
<u>6.10.3</u>	Policy	6-17
<u>6.10.4</u>	Procedures	6-19
<u>6.11</u>	LOANS	6-21
<u>6.12</u>	SPECIAL STORAGE PROGRAM	6-22
CHAPTER 7	<u>REUTILIZATION/DISPOSAL</u>	7-1
<u>7.1</u>	GENERAL	7-1
<u>7.2</u>	EQUIPMENT REMOVAL FROM STRIKEN SHIPS	7-1
<u>7.2.1</u>	Policy	7-1
<u>7.2.2</u>	Responsibilities	7-1
<u>7.3</u>	CONTRACTOR EXCESS AND SURPLUS PROPERTY	7-4
<u>7.4</u>	DISPOSAL	7-4
<u>7.4.1</u>	Disposal Release Order, Follow-up or Cancellation Document	7-5
<u>7.4.2</u>	Unique Code inputs	7-7
CHAPTER 8	<u>STOCK TRANSFER REVIEWS</u>	8-1
<u>8.1</u>	GENERAL	8-1
<u>8.2</u>	POLICY	8-1
<u>8.3</u>	RESPONSIBILITIES	8-3
<u>8.4</u>	PROCESS	8-5

### PART III

### APPENDICES

APPENDIX <u>A</u>	MAJOR COMPUTER FILES AT NAVAL INVENTORY CONTROL POINT (NAVICP) AND UNIFORM INVENTORY CONTROL POINT (UICP) RETRIEVALS
<u>B</u>	DESCRIPTION OF CONSOLIDATED STOCK STATUS REPORT (CSSR) IN ALPHABETICAL SEQUENCE BY TITLE
<u>C</u>	DATA ELEMENTS FOR 2F/2S COGNIZANCE AND SECONDARY ITEM REPAIR PROGRAM REPORT
<u>D</u>	SHIP BILL OF MATERIAL (SBM) ACCESS
<u>E</u>	PREPARATION INSTRUCTIONS FOR ITEM IDENTIFICATION WORKSHEET
<u>F</u>	ACRONYM GLOSSARY
<u>G</u>	FORMS

### FIGURES

<u>1</u>	Inventory Managers for NAVSEA Material	1-7
<u>2</u>	List of Stock Points for NAVSEA Material	1-10
<u>3</u>	Decentralized Distribution System	1-17
<u>4</u>	Centralized Distribution System	1-19
<u>5</u>	DD Form 1348 [DOD Single Line Item Requisition System Document (Manual)]	1-31
<u>6</u>	DD Form 1348-1 [DOD Single Line Item Release/Receipt Document]	1-32
<u>7</u>	MILSTRIP/MILSTRAP Document Serial Number Block Assignments	1-36
<u>8</u>	DD Form 250 (Material Inspection and Receiving Report)	2-6
<u>9</u>	Report of Equipment Received (West Coast CSP)	2-7
<u>10</u>	Report of Equipment Received (East Coast CSP)	2-8
<u>11</u>	2F/2S Cognizance and Secondary Item Repair Report	2-24
<u>12</u>	NAVSEA Form 9245/2 (Quarterly Propeller and Shafting Report)	2-25
<u>13</u>	Sample NAVSEA SSIR Data Call Letter	2-31
<u>14</u>	NAVSEA 04L Supply System Inventory Report (SSIR) Data Sheet	2-32
<u>15</u>	Definitions Pertaining to the SSIR Data Sheet Captions	2-33
<u>16</u>	P24SE1L Report NAVSEA NSN List of Inventory Values	2-34
<u>17</u>	Material Funding Responsibility	4-4
<u>18</u>	End Item Program Support Data (PSD) for HSC: Sections I, II and III (NAVSUP 1390)	4-8
<u>19</u>	End Item PSD for HSC; Section IV (NAVSUP 1390/1)	4-9
<u>20</u>	HSC Secondary Item Funding Requirements (NAVSUP 1392)	4-10
<u>21</u>	NAVICP Secondary item Budget Data (NAVSUP 1391)	4-11
<u>22</u>	Program "AS" DEN to English Title List	5-2
<u>23</u>	Program "DA" Option G DEN to English Title List Daily	5-5
<u>24</u>	NAVCOMPT Form 2276A (Order for Work and Service/Direct Citation)	5-9
<u>25</u>	Applicable Activities for NAVCOMPT Form 2276A	5-11
<u>26</u>	NAVCOMPT Form 2275 (Order for Work and Services)	5-12
<u>27</u>	NAVCOMPT Form 2276 (Request for Contractual Procurement)	5-14
<u>28</u>	DD Form 1149 (Requisition and Invoice/Shipping Document)	5-16
<u>29</u>	TIR Reference Chart (Repair Process)	5-25
<u>30</u>	Request for Force/Activity Designator (F/AD) III or IV Assignment	5-28
<u>31</u>	Request for Force/Activity Designator (F/AD) II Assignment	5-29
<u>32</u>	Program "BK" DEN to English Title List	6-9
<u>33</u>	Equipment Removal Data Sheet	7-3
<u>34</u>	Stock Transfer Review Process	8-6

